

TIPS ON DOING BUSINESS WITH THE STATE OF MISSOURI

- Establish and maintain a Premium Registration on the State of Missouri's On-Line Bidding/Vendor Registration System website. As a Premium registered vendor, remember to register for commodity codes to receive e-mail notifications of bidding opportunities.
- Download solicitation documents in their entirety, including all attachments. Read solicitation documents thoroughly including the terms and conditions. Be sure you understand all the requirements. If you don't, contact the buyer for clarification.
- When submitting bids be sure to follow instructions. Submit all required information. Be sure your bid is legible.
- Be sure that your bid is sent to arrive in the DPMM office before the specified opening date and time.
- Follow up on submitted bids by monitoring the [Public Record Search and Retrieval System](#) on DPMM's website. Find out who won the award, the prices, and other information. Review the evaluation report. Premium registered vendors may also view bid responses and award information on the State of Missouri's On-Line Bidding/Vendor Registration System website.
- Get to know the local purchasing needs of the various state agencies. Ask to be placed on their vendor contact list for small purchases and their recommended vendor list for large purchases.
- Review bid notices on the State of Missouri's On-Line Bidding/Vendor Registration System website and advertisements in newspapers.
- Have a good reputation for service, quality product, and reliability.
- Ask questions.